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Class Specifications  
for the Class:

ENVIRONMENTAL HEALTH PROGRAM ADMINISTRATOR  
(ENVIRONMENTAL HLTH PRGM ADMR)

**Distinguishing Characteristics**

This class serves as a division chief with overall responsibility for the administration of statewide environmental health management programs through subordinate branch chiefs. Environmental health management programs include, but may not be limited to, vector control, sanitation, food and drug, noise and radiation control, air pollution, water pollution, safe drinking water, hazardous and solid waste disposal and wastewater management. Programs are concerned with the development and enforcement of statutes, regulations and standards, the issuance of permits and the provision of technical assistance and community health services related to the designated environmental health programs.

A position in this class is responsible for all administrative aspects of the division, which includes formulating policies and procedures; developing, planning, implementing and evaluating program goals and objectives, budgeting, reporting and other management functions and involves extensive contacts in the community for effective and efficient delivery of services.

**Examples of Duties** *(Position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans, organizes, directs and coordinates statewide environmental health management programs through program managers in various specialized areas; coordinates with district health offices concerning the nature, quantity and quality of program services to be provided on the neighbor islands to ensure consistency and quality of service delivery statewide; develops and directs the implementation of policies and procedures pertaining to the various programs within the broad framework of statutory and departmental standards and requirements; directs the review and issuance/denial of permits and the enforcement of statutory and regulatory provisions; directs the provision of technical consultation services and advice regarding all environmental health problems associated with the operation of programs and activities on a statewide basis; directs the preparation of plans for the modification or expansion of programs and budgets; directs fiscal, personnel and other administrative matters

involved in the various programs; represents the health agency in meetings and conferences with legislative bodies, and other community agencies and groups; promotes the services and activities inherent in the various programs; establishes and maintains appropriate professional work quality standards; develops methods, procedures and new techniques to improve programs and services; evaluates and assesses improvements, and in other ways works closely with and keeps the deputy director informed of program operations and problems; reviews and approves reports pertaining to the operations of the programs; and prepares correspondence and reports.

**Knowledge and Abilities Required**

Knowledge of: State and Federal laws, rules, and regulations pertaining to environmental health programs and the impact of program activities on, and interrelationship with, other environmental health and management areas; principles and practices of administration and supervision.

Ability to: Plan, direct and coordinate the work of others; formulate policies and procedures; maintain effective working relationships with other governmental agencies and professional and lay groups; speak well before groups; and prepare clear and concise reports.

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This is an amendment to the specifications for the class ENVIRONMENTAL HEALTH PROGRAM ADMINISTRATOR (ENVIRONMENTAL HLTH PRGM ADMR) that was approved on September 21, 1990.

DATE APPROVED: 10/3/17

  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development